



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

February 6, 2009

IOWA INSTRUCTION 120-382 - DEFINING DUTIES FOR AGENCY LIAISONS AND GOVERNMENT REPRESENTATIVES

Part 382.0 PURPOSE

This Iowa Instruction provides employees with guidance on their major responsibilities when designated to serve as Agency Liaisons and Government Representatives.

Part 382.1 SCOPE

These instructions will be followed by employees designated to serve as Agency Liaisons and Government Representatives.

Part 382.2 FILING INSTRUCTIONS

This Iowa Instruction will be placed on the State Office Shared drive under the following:
S:\Service Center\NRCS statewide shared\Iowa Bulletins and Manuals\Iowa Instructions\120 - ADS - Administrative Services.

Part 382.3 EXHIBITS

See the attachments.

A handwritten signature in black ink that reads "Richard Sims".

Richard Sims
State Conservationist

Attachments

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(IA Instruction 120-382 First Edition – February 2009)

Helping People Help the Land

An Equal Opportunity Provider and Employer

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GOVERNMENT REPRESENTATIVES

1. PURPOSE:

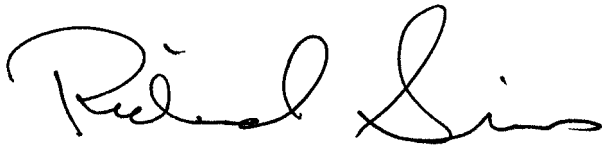
This Iowa Instruction provides employees with guidance on their major responsibilities as Agency Liaisons and Government Representatives, including accrual accounting information from Trading Partners when working with Grants, Agreements, and Contracts.

2. ROLES AND RESPONSIBILITIES:

In order to better describe the duties of the Agency Liaison and Government Representative, the list of responsibilities on the attached documents will be used for all Agency Liaisons and Government Representatives to include additional accrual duties.

3. PROCESS:

See the attached exhibits.



2/6/09

Approved By:

Date:

Richard Sims
State Conservationist
Natural Resources Conservation Service
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